

Department: Student Support

Job Availability: Academic School Year 2023-24

Employing Supervisor: Darsell Hadley

Maximum Hours: 15 hrs/week and 60 hrs/month

Title: Administrative Support

Pay Rate: \$13.00

Classification:

Workstation Location: Student Support Center – Main Campus

Job Description:

- Customer service
- Answer phone calls
- Upon identity verification, provide students with their ID numbers and ACC usernames as requested
- Provide new students with copies of their schedules as requested
- Assist with new student orientation as a greeter and/or leader of campus tours
- Fill food pantry requests as needed
- Assist with admissions office tasks as needed

Skills Needed:

- Strong communication skills
- Good customer service skills
- Dependability
- Confidentiality
- General office skills
- Computer skills – Watermark, Self Service, Excel
- Willingness to learn

Additional Information about the Job

This position is located within the Student Support Center on Main Campus. Students will gain valuable experience in customer service and learn about the student development/higher education career field. Main duties consist of customer service, receiving phone calls and general office tasks. A dependable person is needed to assist with office coverage while staff are at lunch or in meetings.